



NOTICE OF JOB OPENING

JOB TITLE: Administrative Assistant

POSITION NO: 6106009001

DEPARTMENT: County Auditor – Audit Services

HOURS: 40 Hours Per Week

SALARY: The Harris County Auditor's Office offers a professional and stable work environment with a competitive salary, excellent benefits and a flex work schedule.

JOB REQUIREMENTS:

- Qualified candidates must possess:
- High school diploma with 4+ years of administrative experience in a professional environment. (Skills testing required)
- Effective written and oral communication skills.
- Strong interpersonal and relationship-building.
- Work effectively under pressure.
- Proficiency in MS Office products (Excel, Word, Outlook).
- Strong organizational skills.
- Strong focus on customer service.
- Ability to work effectively as a team member.
- Professional demeanor both over the phone and in person.
- Ability to prioritize and perform multiple tasks simultaneously.
- Ability to take initiative to ensure deadlines are met.
- Ability to seek guidance when needed, but also is able to work independently.
- Strong interpersonal, analytical, and problem solving skills. The ability to manage and react productively to multiple and/or changing priorities.
- Fluency in the written and oral use of the English language.

Must be eligible to work in the United States. We do not offer visa sponsorship.

Physical requirements include lifting and carrying 20lbs, pushing/pulling 50lbs. Approximately 80% sitting, 15% standing, and 5% walking.

JOB DESCRIPTION:

The Harris County Auditor's Office is looking for a team player who is positive and outgoing, with a professional manner and can work at a fast pace while maintaining accuracy. The successful candidate will be detail oriented with strong organizational and computer skills and the ability to interact well with management, other employees and customers.

The Administrative Assistant performs administrative duties requiring judgment within general guidelines of the Auditor's Office. This position uses basic and independent judgment to gather facts and complete assignments of a confidential nature for the Harris County Auditor's Office and directly supports and coordinates activities for the Executive Office, including assisting Human Resources.

Core values and behaviors that must be demonstrated:

Interpersonal Behaviors

- **Courtesy:** Is respectful and courteous to others and exhibits a professional attitude.
- **Friendliness/Teamwork:** Promotes and exhibits teamwork and inclusiveness; Is sensitive to visitors, customers and co-workers; Listens to visitors and coworkers' needs and empathizes with them; Is aware of and respects individual differences; Demonstrates collegiality to others in an effort to create a cooperative and collaborative environment; Always helpful to the rest of the team / other departments.

Integrity Behaviors

- **Reliability:** Demonstrates the ability to understand and uphold the Harris County Auditor's Office basic statutory responsibilities by complying with the policies, professional standards and procedures that govern the Harris County Auditor's Office; Adheres to attendance policy by timely reporting to work and returning from breaks; Exhibits professional appearance and demeanor.

Discovery Behaviors

- **Responsiveness:** Encourages learning, creativity, and new ideas. Responds to request from others for assistance; Offers help before being asked; Provides help to coworkers that may be outside of your responsibilities (does not say, "It's not my job."); Looks for new and better ways of doing things

- Personal Leadership/Self-Initiative: Helps others to identify and solve problems

Duties of the position include, but are not limited to the following:

- Supports the Executive Office and recommends procedures and practices for the effective and efficient operation of the department.
- Front desk/Phone Support – Mail.
- Greet, screen, and route telephone calls and visitors for the Office.
- Answers phone lines in a professional, courteous manner.
- Screens and appropriately direct the Auditor's and Auditor's Office staff phone calls.
- Log/scan and distribute incoming and outgoing mail and track as required.
- Assist in keeping front desk area neat, organized and well maintained.
- Deliver and retrieve correspondence, packages, etc. for the Auditor's Office.
- Order and restock office and general supplies.
- Serve as backup to Executive Office administrative staff.

To apply, interested candidates should indicate the Title and Position Control # of the job in the subject line of the email. Submit your resume via email to: Apps.HCAO@aud.hctx.net.

CLOSING DATE:

Open until filled

HARRIS COUNTY HAS AN EMPLOYMENT AT WILL POLICY

**APPLICANTS ARE CONSIDERED WITHOUT REGARD TO RACE, COLOR, RELIGION, SEX,
NATIONAL ORIGIN, AGE OR DISABILITY**